Certification Manual and Examination Regulations

Personal Certification in Introduction to Sustainability in Agrifood

Revision 1 / valid from 18.10.2022

Author: Dominik Bartocha-Fieser

EIT Food – Europe's leading food innovation initiative, working to make the food system more sustainable, healthy and trusted

Knowledge & Innovation Center on Food,
part of the European Institute of Innovation and Technology (EIT)

http://www.eitfood.eu

Content

1. Preamble

This document outlines the certification procedure for individuals pursuing the course on Sustainability in Agrifood, while also serving as the examination regulations. The certification process adheres to the guidelines set forth by ISO/IEC 17024, an International Standard that establishes fundamental principles and requirements for certifying individuals against specific criteria.

Unlike other types of conformity assessment bodies the certification body for individuals is distinct in its primary function, which involves conducting an examination using objective criteria to assess competence and scoring. The certificates issued are certifications of competence. To be eligible for certification, individuals must demonstrate the competences outlined in this document. The scope of this document encompasses the course Introduction to Sustainability in Agrifood.

1.1 General Terms

EIT Food Assessment

Independent Certification body that carries out the certification of persons on behalf of the EIT Food.

Examiner

Independent expert who evaluates the participant's performance on behalf of EIT Food Assessment. It is ensured that the examiners know the complete course content.

Examination Commissioner

Person responsible for the organisational preparation, administering and follow-up of the examination on behalf of EIT Food Assessment.

Activity Team

A Team, appointed by the EIT Food Learner Service leadership, consisting of independent experts from different interested groups. A separate working group is formed for each certification profile. This working group verifies and validates examination content, prepares examination tasks, is responsible for specialist enquiries and advises EIT Food Assessment on the quality and expertise of the examiners. For more information on the tasks and responsibilities of the Expert Committee, please refer to the Quality Management Manual.

Certificate

A full-fledged certificate requiring more comprehensive preparation. Participants are monitored during the examination. The content of the exam is considerably more extensive, resulting in a higher-value certificate.

Proof of Successful Completion

A Proof of Successful Completion is a simplified acknowledgment of participation and successful completion, offering learners a quick and convenient way to showcase their commitment to learning and their grasp of the subject matter. Acquiring this type of certificate involves a lower level of effort. The examinations are conducted without proctoring.

For the sake of clarity, in the following text, only one type of certificate will be mentioned, but this also encompasses the Proof of Successful Completion, even though it is not a full-fledged certificate.

2. Guidelines for the Assessment Procedure

The guidelines for the assessment procedure are described below.

2.1 Aim of the Assessment Procedure

The Assessment Procedure involve the assessment of qualification criteria based on defined competency profiles. If a participant demonstrates the achievement of the learning outcomes by successfully completing the end-of-module assessment a certificate of competency will be issued to them as proof.

2.2 Application

Persons who successfully pass an examination of the EIT Food Assessment in the field of Introduction to Sustainability in Agrifood and fulfil the defined entry requirements according to this certification handbook can be certified.

Individuals who are interested in obtaining a certificate must register for the exam through the EIT Food Assessment website https://assessment.eitfood.eu/. The registration should include the following information:

- Name, Email Address, Gender, Country of Citizenship, Date of birth
- Invoice address

If necessary, the examination dates are set by EIT Food Assessment and are communicated via the website.

The exam for the Setting Learning Outcomes course is an unsupervised online test that can be taken at any time.

2.3 Conducting Examinations

The examination procedure is described below. The examination for the Introduction to Sustainability in Agrifood module consists of written examination.

2.3.1 Compilation and provision of the examination documents and commissioning of the examination officers

The examination questions are compiled by EIT Food Assessment and are taken from a question catalogue that has been developed and approved by the responsible Activity Team of the Learning and Assessment Advisory Board.

There must be at least one Examination Commissioner who is responsible for the administering and one Examiner who is responsible for the grading of the examination. The examiner must be appointed a reasonable time before the exam. It is ensured that the examiner has no conflict of interest and is not simultaneously involved in teaching and grading the exam.

An Examiner may not be required if the examination is conducted through an automatic assessment and/or the assessment has only closed question with unique correct answers with no room for discretion. (e.g. True/False questions).

2.3.2 Conducting written examinations

Written examinations are usually online examinations in multiple choice question format with single and multiple answer options. These take place in virtual environments set up for this purpose. The exam is designed to be taken asynchronously at any time.

The duration of the examination is 60 minutes.

It is ensured that sufficient time is available for answering the questions of the examination. For this purpose, the responsible Activity Team of the Learning and Assessment Advisory Board already checks the approximate time required to answer the questions when designing the questions.

Note that all examinations are designed to be "closed book" exams – participants are not allowed to (and will not need) any books or any other materials during the examination. EIT Food Assessment reserves the right to verify compliance with the rules.

Reasonable adjustments will be put in place for participants who cannot take the examination in the intended form due to an impairment or disability.

2.4 Examination questions and tasks

The exam question catalogue differs depending on the certification profile. The same applies to the number of questions per topic area.

The question catalogue is created by an independent committee of experts, reflecting the training content and the derived intended learning outcomes.

The examination question catalogue contains purely theoretical examination questions and examination questions with a practical relevance.

2.5 Evaluation and assessment of examinations

Examination participants must achieve a minimum task fulfilment level of 67%.

No certificate will be issued for outcomes below the threshold above.

In the event of failure, the examination can be sat further two times.

Sample solutions are provided to the examiners for each question and task, which serve as guidelines for assessing the question. In addition, the required score for each question and task is determined by the responsible technical committee.

2.6 Certification

At EIT Food Assessment, a fundamental distinction is made between two types of certificates:

Proof of Successful Completion: Acquiring this type of certificate involves a lower level of effort. The examinations are conducted without proctoring.

Certificate: A full-fledged certificate requiring more comprehensive preparation. Participants are monitored during the examination. The content of the exam is considerably more extensive, resulting in a higher-value certificate.

For the sake of clarity, in the following text, only one type of certificate will be mentioned, but this also encompasses the Proof of Successful Completion, even though it is not a full-fledged certificate.

Upon successful completion of the examination EIT Food Assessment will issue the participants the designated certificate for the respective certification profile.

2.7 Repeating an examination

I If a participant achieves less than 67% of the possible points, the exam is considered failed and no certificate can be issued. However, there is the possibility to retake the exam unlimited times. The possibility to retake the examination expires one year after the initial examination.

3. Rights and Obligations

Rights and obligations of certificate holders are described below.

3.1 Disclosure

Upon written request (e.g., from potential employers of a certificate-holder), EIT Food Assessment may provide information, specifying the certificate number and whether the person legally holds the certificate. In order to identify the certificate-holder their name, date of birth, and place of birth are stored. By registering, participants signify their intent to accept these regulations in the event of receiving the certificate. EIT Food Assessment adheres to the provisions of the European General Data Protection Regulation.

3.2 Rights

Certificate holders are entitled to refer to their certifications as follows with the scope of their activities around Introduction to sustainability in agrifood:

- to use the issued certification, both physical or digital, but only in its entirety.

3.3 Obligations

The following duties shall be complied with by the person holding the certificate when performing the tasks in the area of the respective certification profile:

3.3.1 Conscientiousness

The certified person shall observe the rules recognised in the certified profile.

Certificate Holder are obliged not to use the certification in an improper manner and not to make any statements that must be considered misleading or unauthorised by EIT Food Assessment.

3.3.2 Permitted use of certificates

- Although the certificate is issued to the certified person, the certification document remains the property of the EIT Food Assessment.
- Only valid certificates may be used.
- The certificate must not be misused.
- The certificate must not be altered and may only be used in its entirety.
- In the event of suspension, expiry or withdrawal of a certificate, use of the certificate shall cease immediately; any references to the certificate and EIT Food Assessment shall be deleted without delay.
- Any references to EIT Food Assessment and other printed material shall, in the event of suspension, not be used for its duration, otherwise they shall be destroyed.
- The use of the certificate or references to certification are only permitted within the scope of the certification profile.
- The certificate may only be used in connection with the person certified therein.
- The use of the certificate and references to the certification must not create the impression that the certified person is a member of the staff of the EIT Food or EIT Food Assessment or that he or she is acting on its behalf.
- The certificate holder is responsible for the correct use of the certificate and obliged to provide evidence if there is reasonable doubt about the correct use of the certificate. Any costs of such an investigation shall be at the expense of the certificate holder.

3.3.3 Use of the EIT Food Logo

The certificate of EIT Food Assessment also contains the EIT Food logo. The logo may only be used as part of the certificate in such a way that the certification document as a whole can be copied or posted on the Internet. Any other use of the EIT Food logo or the EIT Food name as a trademark is expressly prohibited and may result in claims for damages by the EIT Food in the event of infringement.

3.3.4 Obligation to provide Information

Upon the request of EIT Food Assessment, the certificate holder is obliged to provide necessary information (verbally/written) regarding the compliance with their obligations within a specified deadline. The certificate holder is also required to submit requested documents at his/her own expense.

They may refuse to provide information on questions for which answering would expose themselves or any of their relatives to the risk of criminal prosecution or proceedings under the Law on Administrative Offenses.

3.4 Breach of duties as a certificated person

A breach of the obligations listed under points 3.3.1 to 3.3.4 will result in the suspension or withdrawal of certification, depending on the severity, which will be communicated to the certificated person in writing. For the duration of the suspension or after the certification has been withdrawn, the person holding the certificate is prohibited from referring to the certification and EIT Food Assessment.

4 Specifications

The following describes what the participant should be able to do after completing the Introduction to sustainability in agrifood course.

4.1 Learning Objectives

The assessment strategy for the course "Introduction to Sustainability in Agrifood" is designed to evaluate your achievement of the course's educational goals and learning outcomes. These goals include assessing your understanding of sustainability principles within the Agrifood sector and your ability to identify strategies for implementing sustainable practices in businesses.

4.1.1 Assessable learning objectives

By the end of this module, learners should be able to:

- Understand the concept of sustainability and how it can practically apply to businesses.

- Recognise practical strategies to move organisations towards sustainability.

- Assess the drivers, challenges, and benefits of becoming more sustainable.

- Understand barriers and motivations for organisational change towards sustainability.

4.1.2 Additional objectives

The following transferable skills will be developed in this module:

- Critical evaluation of information from a variety of sources

4.2 Admission requirements

4.2.1 Preliminary education

No preliminary education is necessary.

4.2.2 Personal Prerequisites

No personal prerequisites are necessary.

4.3 Requested competences

The following listed competences (learning objectives) form the foundation for the examination for "Introduction to sustainability in agrifood" is solely and must be proven by a written examination.

Field of Knowledge	Competence/Learning objective
Unit 1: What is sustainability?	
Definition of Sustainable Development and Planetary Boundaries	Demonstrate the concept of sustainability and how it can practically apply to businesses and organisations
Unit 2: Sustainability Key Issues	Recognise practical strategies to move organisations towards sustainability
Unit 3: Drivers for a sustainable business	Assess the drivers, challenges, and benefits of becoming more sustainable & Demonstrate barriers to and motivations for organisational change towards sustainability